

Transfers Affecting Fringe Benefits

Objective:	To establish procedures regarding fringe benefits in transfers between department having different standard workweeks	Policy/Procedure Number:	03-20
Reference: (All applicable federal, state, and local laws)	Finance Office; Agreement between the County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME; Agreement between County of Tompkins and Deputy Sheriffs' Association	Effective Date:	January 12, 1981
Legislative Policy Statement:		Responsible Department:	Personnel
General Information:		Modified Date (s):	June 28, 1988
		Resolution No.:	
		Next Scheduled Review:	

I. Definitions: **Department** - All employees under one appointing authority.

Transfer - Going from the jurisdiction of one appointing authority to that of another appointing authority.

Note: "Transfer" as used in this policy is not as defined in Civil Service Rules.

- II. Policy:**
- A.** Compensatory time off, discretionary time off and deferred holiday time must be used up in the department in which they are earned, before a transfer occurs. The new department will not be held responsible for compensating for compensatory/discretionary time earned in the former department or for deferred holiday time, unless the new department head agrees.
- B.** In keeping with the union contracts referenced above, sick leave, holiday time and vacation time are accumulated in days. Therefore, these fringe balances will be adjusted according to the standard workday of the department being transferred to.
- Example: A 40-hour/week employee has earned 80 hours (2 weeks) of vacation time. Upon transfer to a 35-hour/week department, vacation time is adjusted to 70 hours (still 2 weeks).
- C.** Sick leave and vacation time balances are transferred with employee and are paid at the rate of the new department.

III. Procedure: